

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Organization/Institution Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for the CBT examination scheduled for [examination date]. I am currently [your current status, e.g., a student, a professional, etc.], and believe that my participation in the exam will greatly benefit my [career/professional development/academic advancement].

I have attached the required documents, including [list any documents you are submitting, such as identification, proof of eligibility, etc.]. I understand the importance of adhering to the application guidelines and deadlines, and I assure you that my application is complete and in accordance with your requirements.

I appreciate your time and consideration, and I look forward to your positive response. If you need any additional information, please do not hesitate to reach out.

Thank you.

Sincerely,

[Your Name]